



VACANCY ANNOUNCEMENT – AEFSA ASSISTANT

- OPEN TO** All interested candidates
- POSITION:** Assistant Manager for American Employees Facilities & Services Association (AEFSA)
- OPENING DATE:** Tuesday April 10th, 2012
- CLOSING DATE:** Tuesday, April 24, 2012
- WORK** Full time; Saturday through Wednesday (40 hours/week)
- SALARY:** To be determined based on applicant's qualifications

Basic Function of the Position

The Assistant is responsible to assist the manager in all duties including but not limited to Planning social events, managing inventory, supervising a cafeteria transactions, handling membership applications and services and submitting requested reports on time.

1. Education:

- Required: A degree in management, accounting, business or its equivalent, and knowledge of bookkeeping.
- Preferred: Bachelor's degree in Business Management.

2. Experience:

- Required: 2 years related experience.
- Preferred: Knowledge of Management and Supervisory experience.

3. Language Requirements: Fluency in Speaking/Reading/Writing in English.

4. **Other Skills:** Should have an advanced level keyboard and computer skills on a variety of software applications (MS Word, Excel, Access, etc.) and internet. Ability to organize routine data and maintain established procedures. Must be able to work under supervision of Board Members and/or independently and has the ability to use judgment to analyze information and take appropriate actions. Ability to be flexible, resourceful, and service-oriented would be an advantage.

SUBMIT RESUME TO

- In person: AEFSA Office, American Consulate General, Jeddah
- By mail: AEFSA Office, US Consulate General, Jeddah
- Address: P. O. Box 149, Jeddah 21411
- Email: elnajjarr@state.gov